



Watershed Stewards Program Year 24 Placement Site Agreement



SITE NAME

Placement Site Agreement Service Year 24 - 2017/18

This Placement Site Agreement between the California Conservation Corps' Watershed Stewards Program (WSP) and **SITE NAME** outlines WSP and Placement Site responsibilities for **Service Year 24**.

Watershed Stewards Program Legal Description

The Watershed Stewards Program (WSP) is a national AmeriCorps program created in 1994 to fill critical scientific and education gaps in watershed restoration efforts. Since its inception, WSP has employed a highly effective and scientifically sound program model whereby Members are trained and mentored by top natural resource professionals to perform instream and upslope watershed assessments that aid in the restoration efforts of coastal California salmonids. WSP Members engage community residents in watershed restoration, maintenance and stewardship.

Contact Information

The following persons are identified as contacts for purposes of the administration of this agreement:

Watershed Stewards Program
California Conservation Corps
Raquel Ortega, CCC District Director
1455-C Sandy Prairie Court
Fortuna, CA 95540

SITE CONTRACT CONTACT AND ADDRESS



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ARTICLE I – MUTUAL RESPONSIBILITIES

1. The term of this agreement shall be for one complete program cycle beginning **October 1, 2017 and ending August 10, 2018**. Participation by individual operating sites in the program year will be determined by mutual agreement of WSP and the Placement Site.
2. This agreement may be revised as necessary by mutual consent of both parties, by the issuance of a written amendment, signed and dated by both parties. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
3. Either party may terminate this agreement, within sixty days (60 days) prior written notice to the other party.
4. WSP and Placement Site agree to comply with the following policies of the California Conservation Corps (CCC) *Sexual Harassment Prevention, Non-Discrimination and Complaints, Staff Relationships with Corpsmembers (Fraternization), Workplace Violence Policy, and Alcohol and Other Drug Abuse Prevention* (copies provided in *Mentor Handbook*).
5. All parties will ensure that Members focus on the performance measures, corresponding activities, evaluation plans, and outcomes of WSP as approved by California Volunteers (CV). In addition, all parties agree to abide by AmeriCorps policies, regulations, and conditions stated in the CCC's WSP AmeriCorps contract with CV (provided in *Mentor Handbook*). Members should not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of a Member serving in the program or at the assigned Placement Site.
6. Placement Site understands that any photograph, audio recording, video or film taken of the operating site in conjunction with WSP can be used by CCC, CV and/or WSP without the Placement Site's express permission. The Placement Site foregoes any rights to royalties in conjunction with photographs, audio recordings, video, or film.

ARTICLE II – PLACEMENT SITE RESPONSIBILITIES

Management Responsibilities

1. Placement Site agrees that Placement Site cost share will be utilized for overall program support and is not associated with any individual Site's specific Member. Expenses covered by Placement Site cost share include, but are not limited to: Member training, health care, transportation, per diem, service and safety gear; office supplies and postage; staff salaries, benefits, travel, and training; facility leases and utilities; communication. Placement Site will provide half of the total cost share in **November 2017** and the remaining half in **March 2018** unless another arrangement has been made by mutual agreement. If a Member exits the program early, once an invoice has been generated, the CCC is not responsible for cost share reimbursement. Placement Sites will be provided with the following documents that are incorporated into this agreement by this reference:
 - Sponsor Agreement (CCC-96)
 - Agreement Addendum (CCC-96A or 96B)
 - Project Evaluation (CCC-58)
2. Placement Site agrees to provide adequate resources to support Member activities, including use of a computer and e-mail, telephone, fax machine, supplies, postage, copier, and office space.
3. Fuel and transportation needs will be provided according to the following guidelines:



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Department of Fish and Wildlife Sites:

Daily Site related fuel costs will be paid for by WSP through the use of State of California Voyager Gasoline Cards and reimbursed by DFW with the FRGP grant through monthly invoices. WSP agrees to provide travel reimbursement to Members for WSP related activities such as WSP Orientation, Regional Training and Exits.

Water Board Sites:

The Water Board agrees to reimburse Site-related travel expenses directly to WSP Members via a paper Travel Expense Claim form using contract funds.

WSP agrees to provide travel reimbursement to Members for WSP related activities such as WSP Orientation, Regional Training and Member Exits.

All Other Sites:

Placement Site agrees to provide transportation and costs for daily Site related activities at a rate equivalent to the CCC per diem and mileage rates. WSP agrees to provide travel reimbursement to Members for WSP related activities such as WSP Orientation, Regional Training and exits.

Member Orientation, Training, and Supervision

Placement Site agrees to provide a Site Supervisor and/or Mentor to offer daily, direct supervision of Members. Site Supervisor/Mentor agrees to follow all procedures and guidelines outlined in the *Mentor Handbook*, including but not limited to the following:

1. Provide a safe and healthy work environment.
2. Participate in the recruitment and Member selection process, which includes participating in second round conversations with potential Members either in-person or via telephone.
3. Attend annual Placement Site Training on **Thursday, October 12th, 2017** in Fortuna, CA or **Tuesday, October 17th, 2017** in San Luis Obispo, CA, and review *Mentor* and *Member Handbooks* in order to ensure full understanding of program requirements and responsibilities.
4. Provide and document Site-specific orientation (including safety training) for Members. Submit signed Site Orientation Checklist to the WSP office by **October 31, 2017**.
5. Provide and document on-going Site-specific training (including safety) necessary for Members to accomplish service activities.
6. Train Members in the Placement Site's Illness and Injury Prevention Plan.
7. Ensure that at least one First Aid/CPR certified person accompanies Members in the field at all times (i.e. another WSP Member).
8. Work with Members to complete the WSP Member/Mentor Agreement. Submit original signed Agreement to the WSP office by **October 31, 2017**.
9. Supervise and assist Members in the implementation of their Watershed Awareness Projects (and attend if possible).
10. Ensure Members are making adequate progress toward the WSP community service, community building, and Member development objectives.
11. Conduct monthly meetings with Members to discuss calendars and Member development (a sample agenda provided in *Mentor Handbook*).
12. Allow Members to utilize time during the service week to attend required meetings and trainings (a schedule of required meetings and trainings will be provided at the beginning of the service year).



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13. Evaluate Member service progress at the beginning, middle and end of the year. Document these evaluations and forward to the WSP office by the dates requested.
14. Ensure that any Member disciplinary issues are resolved in accordance with the WSP Disciplinary Policy outlined in the *Mentor Handbook*.
15. Complete any reports and surveys required by WSP, CCC and/or AmeriCorps, including financial statements consistent with *Office of Management and Budget (OMB) Circulars*.
16. Ensure that WSP Members will not engage or participate in any of the following in their official capacity as an AmeriCorps Member while under direction of Placement Site:
 - Serve as clerical or other secretarial support for Placement Site staff;
 - Engage in any political activities or activities designed to affect legislation or the outcome of any election to political office;
 - Organize protests, petitions, boycotts, or strikes;
 - Promote, deter, or assist in union activities;
 - Provide religious instruction, conduct worship services, or engage in any other religious activity;
 - Provide a direct service to any for-profit organization or entity;
 - Engage in any fundraising activities for the benefit of WSP, CCC or the Placement Site (contact Program Manager for clarification);
 - Write a grant application to the Corporation or to any other Federal agency
17. Ensure that one person from the Placement Site attends the annual Member Recognition Ceremony on **Friday, August 10, 2018**.

Terms and Conditions

1. Placement Site shall continue with the responsibilities under this agreement during any dispute. Should a dispute arise under this agreement the Placement Site may, in addition to any other remedies which may be available, provide written notice of the particulars of such dispute to the Program Manager of WSP at the address noted on page 1. Within 20 days of receipt of such notice the WSP shall advise the Placement Site of its findings and recommend a means of resolving the dispute.
2. Placement Site assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
3. Activities of Placement Site with respect to this agreement shall be conducted in accordance with pertinent Federal and State rules and regulations, including relevant Office of Management and Budget (OMB) circulars, and amendments thereto.
4. WSP reserves the right to make Site visits to review and evaluate Placement Site records, accomplishments, and organizational procedures. Site visits will be made in the least disruptive manner possible. Technical assistance related to WSP policies and procedures will be provided by WSP staff upon request.
5. Placement Site certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest, and that no officer or employee who exercises any functions or responsibilities in connection with this agreement shall have any personal financial interest or benefit which either directly or indirectly arise from this agreement.



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6. The State, the CCC, AmeriCorps and the WSP reserve the right to use and reproduce all reports, data produced and delivered, photographs, and any other copyrightable material produced pursuant to this agreement and reserves the right to authorize others to use or reproduce such materials.

Liability and Indemnification

Placement Sites shall defend, indemnify and hold harmless the State of California, CCC and their officers, agents and employees from any and all claims, demands, losses or liability of any sort arising (or alleged to have arisen) in whole or in part as a result of conduct undertaken by WSP or Placement Site officers, agents, employees and/or representatives in performance of this agreement or otherwise in connection with this agreement.

I have read and agree to abide by the conditions set forth in this agreement.

CCC District Director

(signature)

Date

CONTRACT CONTACT

(signature)

Date